



Job Opportunity

State Controller's Office

Position: Staff Services Manager I (Supervisory)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: July 21, 2005

Final Filing Date: Until Filled

Contact/Telephone:

LaSharel Hicks, (916) 324-6922

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-4800-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of a Staff Services Manager II within the 21st Century Project, the incumbent supervises a small analytical group performing tasks associated with the design, development, implementation and maintenance of an automated Human Resources Management/Payroll system. (See note below regarding location.) Duties include but are not limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Define business function requirements for the automated systems being developed or enhanced. Work with data processing staff to ensure business function requirements are accurately translated during program/system development. Conduct acceptance testing of the systems and system changes to ensure business function requirements and needs are met, and to achieve a smooth implementation of the system or system changes. Recommend and develop statewide processes that compliment the systems being developed or enhanced. Coordinate and oversee the implementation of new or enhanced systems and/or processes. Maintain and monitor implemented systems to ensure they operate accurately and in line with changes to laws, rules and policies, and that they continue to meet customer needs. Negotiate for changes to, or for new rules and policies, as necessary to accommodate the business functions and processes supported by the systems.
- Recruit and train new staff; assign work, monitor employee performance and make suggestions for improvement. Prepare performance reports and annual evaluations. Approve or deny the use of leave credits, evaluate training needs and approve training as needed.
- Meet regularly with the project and division management to provide status reports and input on, or recommendations for, project plans, direction, staffing, priorities and sensitive policy and legal issues. Attend meetings and briefings with SCO management, state officials and other state department/agency management.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Strong supervisory abilities;
- Experience in, or knowledge of, the state's procurement process, or the procurement of automated human resources systems;
- Experience in, or knowledge of, systems development and implementation;
- Knowledge of the state's human resources functions (e.g., personnel, payroll, position management, etc.)
- Excellent communication skills;
- Excellent organization and research skills with attention to detail;
- Knowledge of project work;
- Ability to understand and learn data processing and system-oriented concepts and languages;
- Ability to work well with changing assignments and priorities;
- High degree of initiative and ability to work within a team setting; and
- Experience working with personal computers and Microsoft Office Suite.

NOTE: In January 2006, this position will relocate with the 21st Century Project team to a new office location in West Sacramento, which has **FREE PARKING**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5878

Attn: LaSharel Hicks